

Standard Operating Procedures (SOP) for using the CAC as a Meal Pass
CNI Interim Policy for the Norfolk Region
1 June 2004

1. The host base command responsible for operating the General Mess will determine the local policy governing the issue and use of NAVSUP Form 1105 meal pass, and supplement the current policy with the use of the CAC as a meal pass.
2. Following a CAC issuance the Customer Support Desk (CSD), or Personnel Support Activity Detachment (PERSUPPDET) are responsible for the initial update of the Meal Entitlement Code (MEC) and Unit Identification (UIC).
3. The Responsible Commanding Officer (RCO) whose personnel dine in the General Mess, and who use the CAC as their meal pass are responsible for all updates to the MEC and UIC data elements following the initial CAC issue update at the CSD/PERSUPPDET. Each RCO will ensure that CACs are encoded with RIK only when the service member is entitled.
4. The service member must know their CAC Personal Identification Number (PIN). If the wrong pin is entered three times the CAC will lock. Unknown or locked CAC PINs require a return to the CSD, PERSUPPDET or DEERS RAPIDS site to correct.
5. The CSD/PERSUPPDET/DEERS RAPIDS site will unlock the CAC, reset the PIN and if required, download the Joint Data Model (JDM).
6. NAVSUP Form 1105 or a CAC with a Rations-in-Kind (RIK) Meal Entitlement Code (MEC) and Unit Identification Code (UIC) will be used to identify personnel authorized to eat in the General Mess at government expense.
7. Any person damaging, lending, counterfeiting or using either NAVSUP Form 1105 or the CAC as a meal pass in an unauthorized manner (e.g. obtaining a meal at government expense when not entitled, etc.) shall be subject to disciplinary action in accordance with the Uniform Code of Military Justice.
8. This paragraph contains the specific details for updating and using the CAC as a meal pass.
 - a. The NAVSUP Form 1105 policies and procedures in the MILPERSMAN and NAVSUP P-486 remain in effect with the addition of using the CAC as a meal pass.
 - b. The Card Maintenance Utility (CMU) is the application used by the CSD/PERSUPPDET and the service member's command to update the MEC and UIC on the CAC.

- c. The MEC is the data element that identifies the individual's entitlement authorization to receive RIK, Basic Allowance for Subsistence (BAS) or BAS with Surcharge (BAS S/C).
- d. The UIC is used to identify the unit of assignment for the service member. The UIC for each individual will be changed by their command when the individual arrives.
- e. The MEC should be changed each time the meal entitlement status changes.
- f. The CSD/PERSUPPDET or RCO should use the following list of business rules for MEC and UIC changes.

Rule: 1	
If an individual is:	Newly and/or permanently assigned to the unit
and if the individual is:	Authorized RIK, not drawing BAS
Action to be taken:	Change MEC to RIK and change UIC to newly assigned unit

Rule: 2	
If an individual is:	A student temporarily assigned,
and if the individual is:	Entitled to RIK.
Action to be taken:	Change MEC to RIK and change UIC to newly assigned unit.

Rule: 3	
If an individual is:	Attached for rations 90 days, or less,
and if the individual is:	Is not entitled to per diem allowance
Authorized RIK. Action to be taken:	Change MEC to RIK and change UIC to newly assigned unit.

Rule: 4	
If an individual is:	Applying for BAS,
and if the individual is:	Granted approval in writing by the commanding officer.
Action to be taken:	Change MEC to BAS or BAS/SC on the date BAS is authorized or today if BAS authorization is backdated.

Rule: 5	
If an individual is:	Departing on temporary additional duty (TAD),
and if the individual is:	RIK
Action to be taken:	Change MEC to BAS or BAS/SC. Receiving TAD station command will determine if BAS or BAS/SC or RIK is authorized.

Rule: 6	
If an individual is:	Transferred on permanent change of station (PCS) orders to a new unit either on or off the installation,
and if the individual is:	RIK
Action to be taken:	Change MEC to BAS or BAS/SC. New Unit will determine if BAS, BAS/SC or RIK will be authorized and change the MEC accordingly and the UIC to the gaining unit.

Rule: 7	
If an individual is:	An enlisted reserve subsisting with an Active Navy unit in garrison,
and if the individual is:	Authorized RIK (copy of orders reflect entitlement status).
Action to be taken:	Verify and change the MEC to RIK.

Rule: 8	
If an individual is:	A reserve enlisted sailor performing with an Active Navy unit or subsisting with an Active Navy unit in the field or garrison,
and if the individual is:	Authorized RIK.
Action to be taken:	Change MEC to RIK.

Rule: 9	
If an individual is:	Departing on leave,
and if the individual is:	Authorized RIK.
Action to be taken:	Change MEC to BAS or BAS/SC.

Rule: 10	
If an individual is:	Returning from leave,
and if the individual is:	Authorized RIK.
Action to be taken:	Change MEC to RIK.

Rule: 11	
If an individual is:	Attempting to modify a MEC,
and if the individual is:	Unable to modify the MEC due to an error in preparation and/or CMU system hardware or software problems.
Action to be taken:	Provide the sailor with a Memorandum authorizing RIK, BAS or BAS/SC and instruct him/her to use this as documentation of status for the galley. Retain a copy and process the CAC update change as soon as the CMU system will allow.